

**From:** Lt Col Annette Waddelow  
**To:** directorates, MCOW, MCOW, ES MEPS, WS MEPS  
**Date:** 12/1/98 3:39pm  
**Subject:** Msg 1-98-DEC-26

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1-98-DEC-26

<WP Attachment Enclosed>

Please print the attachment using WordPerfect, not from e-mail.

**IMC Effective Date:** 1 January 1999

IMC Review Suspense: 21 December 1998

From MMD

Subj IMC 12 to USMEPCOM Reg 40-8, 16 July 1991, Human Immunodeficiency Virus (HIV) and Department of Defense (DOD) Preaccession Drug and Alcohol Testing (DAT) Program

To HQ USMEPCOM Directors and Special Staff Officers  
All Sector and MEPS Commanders

1. This message contains IMC 12 to USMEPCOM Reg 40-1 and becomes effective on 1 January 1999. This interim message change (IMC) will be filed in front of the regulation until it is superseded or rescinded.
2. This IMC contains changes in inspection requirements to allow all parties more latitude in identifying strengths and correcting deficiencies because we are only asking if MEPS have the current version of the governing regulation on hand, employees have been trained and are conducting testing in accordance with the current regulation, and if Commanders, Operations Officers, CMOs, and NCOICs are managing and inspecting these programs in accordance with the current regulation.
3. The attached WordPerfect document (**40-8-ri12.wpd**), (Appendixes C and D), contains all pages with changes. Please note these are entire chapter changes and, since every paragraph has been changed or rearranged, it is necessary to remove old Appendixes C and D and replace with the new appendixes.
4. Change USMEPCOM Reg 40-8, 16 July 1991, as follows:  
  

<u>Remove pages</u>	<u>Insert pages</u>
C-1 through C-5	C-1
D-1 through D-5	D-1
5. Since every paragraph was changed or rearranged, only the chapter number is marked by an asterisk (\*).
6. File this change in front of the publication. Annotate the top right hand corner of the change title page to indicate incorporation of changes, then date and sign.
7. This IMC is released for implementation on 1 January 1999.
8. When MIM-SS receives this IMC, the Records Management NCO will upload it to the Electronic Pubs/Forms "regs" subdirectory. The contents of this message and the attached IMC are filed under

“40-8ri12.wpd.”

9. For **HQ USMEPCOM directorates and special staff officers:** This message tasks HQ USMEPCOM staff review of this IMC. Submit all comments, suggested improvements, concurrences, and nonconcurrences to the point of contact (POC) in paragraph 12.

10. **For Sectors:** IMC 1 to USMEPCOM Reg 25-32, paragraph 4-8d, requires each sector to coordinate the IMC with a minimum of seven MEPS of your choosing. Submit all comments, suggested improvements, concurrences, and nonconcurrences to the POC in paragraph 12.

11. **For MEPS:** This message directs implementation of the IMC on 1 January 1999 and you will be notified by your sector if you need to formally review/coordinate on this IMC.

12. Sectors and Directorates should address comments to Carolyn Carson, Program Manager, MMD, at commercial (847) 688-3680, extension 7138. If MEPS have questions about this IMC, please call your sector. If sectors have any IMC administrative question, please call Lt Col Waddelow, MXO, DSN 792-3680, ext. 7572; or commercial (847) 688-3680, ext. 7572.

**CC:** MIM - Support Services

**\*Appendix C**

**Management Control Evaluation Checklist - Preaccession Drug and Alcohol Testing**

**C-1. Function.** This appendix applies to all levels of USMEPCOM.

**C-2. Purpose.** The purpose of this checklist is to establish inspection programs to improve operational and administrative procedures and assist in mission related training.

**C-3. Instructions.** Answers must be based on actual testing of key management controls (document analysis, direct observation, sampling, simulation, etc.). Explain answers indicating deficiencies and take necessary corrective actions. Formally evaluate these controls at least once every five years. Certify that evaluations have been accomplished by completing DA Form 11-2-R (Management Control Evaluation Certification Statement).

**C-4. Test Questions**

a. Are MEPS Commanders, Operations Officers, CMOs, and NCOICs aware of their responsibility for ensuring that alcohol testing, urine specimen collection, applicant notification, and results reporting procedures comply with current regulation?

b. Are MEPS Commanders, Operations Officers, CMOs, and NCOICs actively managing this program in accordance with current regulation?

c. Are MEPS Commanders, Operations Officers, CMOs, and NCOICs conducting quality control inspections for this program in accordance with current regulation?

d. Is an updated copy of USMEPCOM Reg 40-8 on hand within the medical section of the MEPS?

e. Are all Medical Section employees trained in conducting drug and alcohol testing in accordance with current regulation?

f. Are all Medical Section employees conducting drug and alcohol testing in accordance with current regulation?

g. Are all personnel taking all appropriate health and safety precautions?

**C-5. Supersession.** This checklist replaces USMEPCOM Circular 20-2, Inspection Checklist.

**C-6. Comments.** Submit comments on this inspection program through Sector to the Program Manager.

**C-7. DA Form 11-2-R (Management control Evaluation Certification Statement).** Use DA Form 11-2-R to document management control evaluations of this area by filling in the appropriate blanks. Obtain a copy of the form from USMEPCOM Electronic Pubs/Forms Library.

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**\*Appendix D**

**Management Control Evaluation Checklist -HIV Testing**

**D-1. Function.** This appendix applies to all levels of USMEPCOM.

**D-2. Purpose.** The purpose of this checklist is to establish inspection programs to improve operational and administrative procedures and assist in mission related training.

**D-3. Instructions.** Answers must be based on actual testing of key management controls (document analysis, direct observation, sampling, simulation, etc.). Explain answers indicating deficiencies and take necessary corrective actions. Formally evaluate these controls at least once every five years. Certify that evaluations have been accomplished by completing DA Form 11-2-R (Management Control Evaluation Certification Statement).

**D-4. Test Questions**

a. Are MEPS Commanders, Operations Officers, CMOs, and NCOICs aware of their responsibility for ensuring that HIV specimen collection, applicant notification, and results reporting procedures comply with current regulation?

b. Are MEPS Commanders, Operations Officers, CMOs, and NCOICs actively managing this program in accordance with current regulation?

c. Are MEPS Commanders, Operations Officers, CMOs, and NCOICs conducting quality control inspections for this program in accordance with current regulation?

d. Is an updated copy of USMEPCOM Reg 40-8 on hand within the medical section of the MEPS?

e. Are all Medical Section employees trained in conducting HIV testing in accordance with current regulation?

f. Are all Medical Section employees conducting HIV testing in accordance with this regulation?

g. Are all personnel taking all appropriate health and safety precautions?

**D-5. Supersession.** This checklist replaces USMEPCOM Circular 20-2, Inspection Checklist.

**D-6. Comments.** Submit comments on this inspection program through Sector to the Program Manager.

**D-7. DA Form 11-2-R (Management control Evaluation Certification Statement).** Use DA Form 11-2-R to document management control evaluations of this area by filling in the appropriate blanks. Obtain a copy of the form from USMEPCOM Electronic Pubs/Forms Library.